



City of Tempe

POLICE SUPPORT SERVICES SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	126	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$21.005769
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$28.217308
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Safety Sensitive / Drug Screen:</i>	No / Yes*	<i>EEO4 Group:</i>	Administrative Support
<i>Physical:</i>	No		

*Drug screen required when assigned to the Police Department.

REPORTING RELATIONSHIPS

Receives general supervision from a Police Commander, or from other supervisory or management staff.
May exercise functional supervision over assigned temporary staff and volunteers.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of administrative support experience, including two (2) years providing administrative support in a police agency.
<i>Education:</i>	High school diploma, GED, or equivalency supplemented by specialized administrative work in general office and business practices. Associate degree is preferred.
<i>Additional:</i>	Must pass police background examination.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of highly responsible, confidential, and complex administrative support duties in providing staff support for the Support Services Division of the Police Department, including oversight responsibility for the Internal Affairs information database; and to provide information and assistance to the public.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Manage Internal information database and early intervention and identification system; recommend and implement goals and objectives for the system; input and update information; assign log in and password information and provide training to new personnel; establish and input coding criteria for the system; retrieve information; communicate with vendor and Information Technology regarding software issues.
- Research, analyze and complete Annual Complaint/Statistical Summary Report and Annual Review of Use of Force Incidents Report.
- Manage and maintain Internal Affairs files; process and distribute forms; review paperwork for accuracy and consistency; track and follow-up as necessary to ensure paperwork is complete.
- Process three-year disciplinary history requests for early intervention and identification system; interpret and explain information on reports; retrieve questionable information and verify accuracy.
- Serve as liaison and administrative support for the Citizen's Review Board; manage and maintain database and files; provide statistical information; process new member applications; generate correspondence concerning Board; schedule meetings and training; prepare documents and information to be used for meetings; respond to inquiries regarding the Board and review process.
- Collect and analyze information and prepare reports on taser usage, officer involved shootings, pursuits, vehicle accidents, disciplinary actions and investigator statistics for media requests and Department inquiries.
- Develop and produce brochures, event programs, PowerPoint presentations, posters, fliers, forms, organizational charts, awards and certificates.
- Manage Awards database; input yearly, monthly and quarterly awards; maintain files; manage Police Department awards supply and order as needed.
- Generate proofs of compliance for Commission on Accreditation for Law Enforcement Agencies (CALEA) and unit statistics as needed for cases and Citizen Review Boards; provide information on CALEA standards.
- Assist and support Internal Affairs staff with report copies, investigation preparation for Command Staff and supervisors and document scanning; reproduce Internal Affairs investigations for attorneys, the City's Merit Board, AZPOST, and internal and external customers.
- Perform a wide variety of complex, responsible, and confidential administrative duties for a variety of staff.
- Assist in writing a wide variety of correspondence and documents for internal and external use.
- Administer the annual purge of Internal Affairs files.
- Prepare invoices for investigation copy requests; process purchasing requisitions; monitor vendor accounts; order office supplies.
- Maintain Brady information.
- Process requests for background checks on former employees.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY

Effective March 2006